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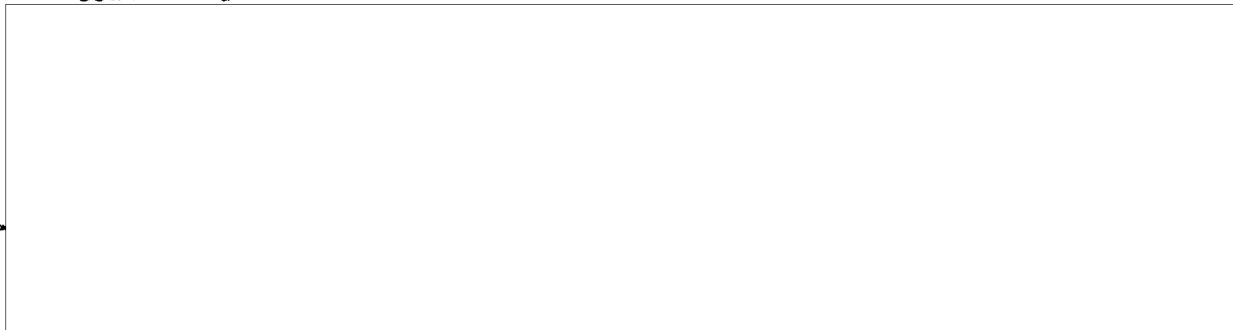
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7 April 1955

MEMORANDUM FOR: Chief, TSS/Engineering Division
SUBJECT: Division Chiefs' Weekly Conference

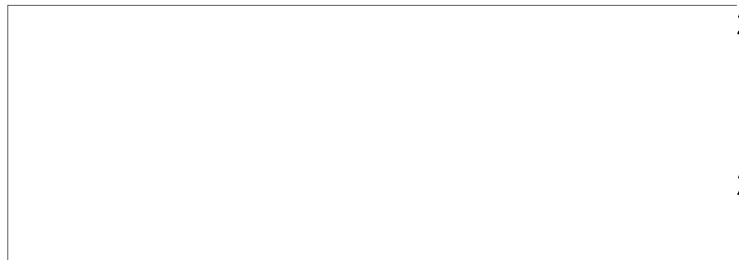
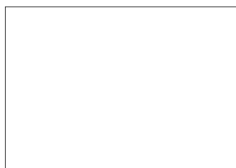
On 6 April 1955, I represented TSS/ED at the weekly conference. At that time the following subjects were discussed with necessary action as indicated:

1. [] will report on his new plan for administrative procedures at the next regular meeting. 25X1
2. [] would like all contractors' proposals to contain a breakdown of hourly rates and total man hours to be expended on each work order. [] does not want the Divisions to become involved in this, and prefers to leave the whole matter with Logistics. 25X1
25X1
3. [] wants a list of potential contractors to visit for contract preliminary negotiations. 25X1



6. Priorities: In order for [] to formulate a basis for evaluating priority I items he wants a listing of total funds obligated to date and funds required to complete on each project. Priority II and III listings will follow. 25X1

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